



## Wichita Police Department Policy Manual

Approved by: \_\_\_\_\_

Policy 218 – Early Intervention System

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Maintained by:  
Professional Standards

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- 218.01 This policy describes the Wichita Police Department's Early Intervention System (EIS), which is designed to assist supervisors with identifying employees whose performance warrants review and, where appropriate, intervention. The EIS is not a form of discipline. The goal of the EIS is to avoid or mitigate circumstances that cause negative consequences for employees, co-workers, the Department, and/or the general public. It is the duty of all supervisors to continually monitor the performance and behavior of the personnel assigned to them. The EIS is another tool to assist with this effort.

This policy also describes Blue Team, the Department's web-based software application, which allows employees and supervisors the ability to enter and manage incidents and to monitor the Early Intervention System Dashboard. The EIS Dashboard provides supervision and employees with a visual overview of an employee's status within the EIS.

- 218.02 The Early Intervention System (EIS) has been established to provide a systematic review of select activities or incidents received or generated by an employee, or the Department. The EIS is administered by the Professional Standards Bureau (PSB) and is designed to highlight tendencies in performance, complaints and other activities. An alert for supervisory review will be generated by the EIS when an employee meets, or exceeds, an established threshold in the following areas:
- A. External Complaints
    - 1. Rude Conduct Allegations
    - 2. Racial Profiling Allegations
    - 3. Use of Force Allegations
    - 4. All other Allegations
  - B. Firearm Discharges
  - C. Internal Complaints
  - D. Personnel Issues
  - E. Use of Force Incidents
    - 1. Taser (Drive Stun / Probe Deployment)
    - 2. All other
  - F. Vehicle Accidents
  - G. Vehicle Pursuits
  - H. Coaching/Counseling sessions
  - I. Overall Threshold (an Overall Threshold is a specific combination of the above-listed items during a specified period of time)
- 218.03 The Professional Standards Bureau will run a report each regular business day to determine if any employees have met or exceeded an established threshold. The Lieutenant assigned to the Professional Standards Bureau shall serve as the EIS Coordinator, and will be the sole contact for the EIS. The Lieutenant will be responsible for maintaining all records associated with the system and updating the associated records.
- 218.04 Upon receiving an alert, the Professional Standards Bureau will send an EIS Alert Report to the appropriate Division Commander. EIS Alerts will include the employee's name and the reason for the alert. The employee's Bureau Commander will then assign the proper supervisor to prepare an EIS Alert Response Report.
- 218.05 Employees will be notified by a supervisor that an EIS Alert has been received, as soon as practical. When receiving an EIS Alert Report, the supervisor shall review the documentation provided by the Professional Standards Bureau, EJS, Laserfiche and any other relevant source to prepare for a meeting with the employee, as soon as practical. The supervisor shall be prepared to make recommendations to the employee and provide referral information when appropriate.
- 218.06 The supervisor shall review and discuss the alert documentation with the employee and encourage him/her to provide insight into the incident(s) and any concerns identified. The EIS Coordinator will be available for consultation with the supervisor as needed.
- 218.07 At the conclusion of the meeting, the supervisor shall prepare an EIS Alert Response Report, documenting the following information:
- A. A brief narrative of the incidents or activities involved;
  - B. An evaluation of the employee's actions;
  - C. The supervisor's recommendation for corrective action, when it is determined that a problem area exists; and
  - D. Any other information that the supervisor feels is necessary to properly evaluate the actions or status of the employee involved.
- 218.08 A template for preparing the EIS Alert Response Report has been placed on the Intranet, Police Secure Portal, Document Center, Forms and Templates.

- 218.09 R The subject employee's Bureau Commander, and the supervisor who authored the EIS Alert Response Report shall meet to discuss the report and any other relevant information to determine if corrective action(s) is/are warranted. These actions may include, but are not limited to, the following:
- A. Conclude that no action is necessary
  - B. Refer the employee to the Wichita Police Department's Critical Incident Stress Management Team (CISMT), as outlined in Policy 206 - Employee Assistance
  - C. Refer the employee to the City of Wichita's Employee Assistance Program (EAP), as outlined in Policy 206 – Employee Assistance
  - D. Refer the employee to the City of Wichita's Employees' Emergency Assistance Fund, as outlined in Policy 206 – Employee Assistance
  - E. Require that the employee attend remedial training, or a specific training class, targeting professional development issues that may benefit the employee (e.g., communication skills, cultural awareness, coping with stress, anger management, etc.)
  - F. Discuss reassignment or transfer options
  - G. Verbal counseling
  - H. Periods of closely supervised observation and documentation
  - I. Drug testing in accordance with Policy 224 – Employee Drug Policy
  - J. Fitness for duty evaluation
  - K. Initiate an Administrative Internal Investigation
  - L. Other
- 218.10 Supervisors shall be familiar with the various options that are described in Policy 206 – Employee Assistance, in response to an employee exhibiting behavioral problems, with or without information provided through the EIS.
- 218.11 A period of thirty (30) days from the date of request will be allowed for the completion of the EIS Alert Response Report by the assigned commander or supervisor. The report documenting the recommendations, and justification for those recommendations, shall be forwarded to the Division Commander for his/her approval.
- A. Any concerns that are expressed in the report, or during the chain-of-command review of the report, will be communicated to the Chief of Police by the Professional Standards Bureau Commander.
  - B. EIS Alert Response Reports shall be maintained within the Professional Standards Bureau.
- 218.12 If an action plan is included in an EIS Alert Response Report, the employee shall follow the action plan to completion. The employee's progress shall be monitored and reported to the Bureau Commander. If an action plan is not successfully completed, the Bureau Commander shall advise the Division Commander, for follow-up as necessary.
- 218.13 Blue Team is the Department's web-based software application, which allows employees and supervisors to enter and manage information via the Intranet. Blue Team is a companion product for IAPro, which is the case management software used by the Professional Standards Bureau. Incidents can be routed electronically through the chain-of-command, with review and approval functions at each step. Blue Team allows employees to enter incident data and view their individual EIS data captured within IAPro.
- 218.14 Supervisors will be involved in entering information into Blue Team for the following categories: Internal/External Investigations, Personnel Issues, Use of Force, Vehicle Pursuits, and Coaching/Counseling sessions.
- 218.15 When an employee is involved in a traffic accident, his/her supervisor will enter the data utilizing Blue Team's Traffic Accident reporting module. Completed forms will then be sent electronically to the supervisor's Bureau Commander for review and acceptance.
- 218.16 Employees will enter Use of Force/Restraint Evaluation forms, in compliance with Regulation 4.1--Weapons/Use of Force, utilizing Blue Team's web-based application. Blue Team requires the entry of specific information and utilizes pick-list values to ensure the consistency of the data entered. Completed forms will then be sent electronically to supervision for review and acceptance.
- 218.17 When an employee logs into Blue Team, he/she will be notified of any pending routings that have been forwarded to them to review, approve, or correct.
- 218.18 The Blue Team EIS Dashboard provides supervisors with a clear and concise view of their employees' early intervention status, as defined within IAPro. The EIS Dashboard also provides employees with the ability to view their own status within the EIS.
- A. Green indicates that there are no identified issues;
  - B. Yellow indicates that the employee is one incident away from reaching an established threshold;
  - C. Red indicates that the employee has reached or surpassed a threshold. Red is the only flag which requires intervention by a supervisor.
- 218.19 The following EIS indicators are monitored on the EIS Dashboard:
- A. Coaching/Counseling

- B. External Investigation
- C. Firearm Discharge
- D. Internal Investigation
- E. Personnel Issues
- F. Use of Force
- G. Vehicle Accident
- H. Vehicle Pursuit
- I. Overall Threshold

218.20 A copy of the completed EIS Alert Response Report will be placed in the employee's Work Performance File, and will be purged in accordance with Policy 222.